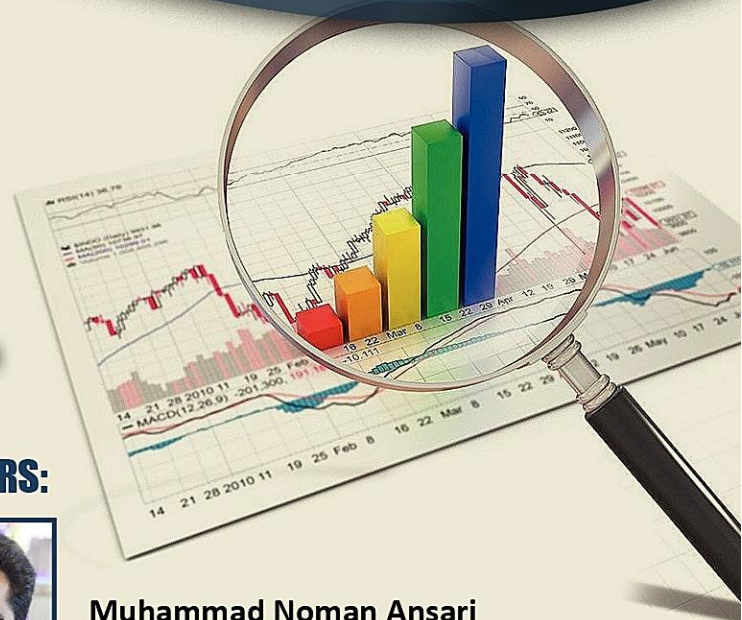




**ICMA**  
Pakistan

Karachi Branch Council 2019-21

# Workshop on **STARTING TO EXCEL IN EXCEL**



## COURSE OUTLINE:

- Manage Workbook and worksheet
  - Understanding workbook and worksheet
  - Understanding cells and ranges
  - Understanding ribbons
  - Navigating within workbook and worksheet
  - Customize options and views
  - Printing your worksheet effectively
- Manage Data in worksheet
  - Types of data excel worksheet handles
  - Understanding paste special, autofill
  - Format cells and ranges
  - Naming cells and ranges
  - Filtering and sorting data
- Manage Tables and Table Data
  - Create and format tables
  - Navigating and selecting tables
  - Modify tables
  - Working with total row
  - Filter and sort table data
  - Converting tables
- Performing Operations by using formulas and functions
  - Difference between formulas and functions
  - Functions of regular usage
  - Text functions
  - Date and time functions
  - Lookup functions
  - Logical Functions
- Working with watch window
- Linking and consolidating worksheets
- Worksheet outlines
- Protecting your work
- Introduction to formatting worksheet
- Introduction to charts
- Introduction to Data Validation
- Introduction to pivot tables

## TRAINERS:



### Muhammad Noman Ansari

Muhammad Noman Ansari holds a Diploma in Information Technology. He has over six years of experience of teaching computer studies and Microsoft Office at various levels. He has over 13 years of vast experience in the field of banking, risk management, financial management and corporate treasury. He is currently working in the Corporate Treasury of Cherat Cement Co. Ltd as Deputy Manager Finance.



### Umair Ahmed

Umair Ahmed is working as Manager Accounts at Cherat Packaging Limited. He has a wide experience of more than 12 years in audit, financial reporting, SAP implementation, financial modeling and taxation. He possesses various certifications in Advance Excel and hands-on experience of using excel for reporting purposes.

## PROGRAM DETAILS:

### Day, Date & Timing:

Sunday, April 19, 2020, 10:00 am to 5:00 pm (Inclusive Lunch)

**Venue:** IT Lab, ICMA Pakistan, Gulshan-e-Iqbal, Karachi

**Fee:** Students of ICMA Pakistan : Rs. 1000/-  
Others : Rs. 3000/-

**CPD Credit:** 07 Hours **Limited Seats are available.**

With warm regards:

**Hakim Ali**  
Chairman  
Students Affairs Committee, KBC

**Shaham Ahmed**  
Chairman  
CPD Committee, KBC

**Farough Ali Naweed**  
Secretary & Treasurer  
Karachi Branch Council

**Azeem Hussain**  
Vice Chairman  
Karachi Branch Council

**Syed Babar Ali**  
Chairman  
Karachi Branch Council

**For further details & registration, please visit the website or contact:**

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